



**Roman Way Primary School, Roman Way, Andover, Hampshire, SP10 5JY**

**Telephone: 01264 352118 Email: [adminoffice@romanway.hants.sch.uk](mailto:adminoffice@romanway.hants.sch.uk)**

## **Headteacher Candidate Pack**



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## A letter from the Chair of Governors



### **ROMAN WAY PRIMARY SCHOOL GOVERNING BODY**

**Roman Way, Andover, Hampshire, SP10 5JY**

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**W: [www.romanway.org](http://www.romanway.org)**

Dear Prospective Candidate,

I am delighted that you are interested in the Headteacher position at Roman Way Primary School—an Ofsted-rated 'Good' school situated in the heart of Andover, Hampshire, within the Test Valley.

After nine dedicated years, our current Headteacher is retiring, and we are excited to begin the search for the next inspiring leader of our Roman Way family.

I warmly invite you to visit Roman Way to experience firsthand our child-centred, welcoming and friendly school environment. Roman Way is a community where we explore, learn and achieve together. Every member of our team—from our site manager and lunchtime staff to our teaching colleagues—are committed to nurturing happy, confident, resilient and self-motivated pupils who aspire to be the very best version of themselves.

Our staff, pupils, Governors and families work in strong partnership to ensure that Roman Way is a safe, vibrant and engaging place to learn. We strive for excellence in everything we do and are rewarded daily by the achievements of our pupils.

If you have the vision, passion and determination to build on the firm foundations already in place at Roman Way, while bringing your own ideas for how we can continue to Explore, Learn and Achieve Together, we would be delighted to hear from you.

We look forward to meeting you

Tanya Hampton

Chair of Governors  
Roman Way Primary School

## About Roman Way Primary School

Roman Way is a one-form entry primary school with a PAN of 210 pupils across 7 classes, alongside a dedicated small school SEN class for younger children who need additional support. We are proud to serve our local community, while also welcoming families from across Andover. Our Reception class places are consistently oversubscribed.

<b><u>Key facts</u></b>	
Current Number on roll	207
Classes	7
Teachers	8
Support Staff	18
Premises	1
Office and facilities	4
Pastoral	2
Governors:	7

Our school is known for its warm, welcoming atmosphere. Children feel happy, safe and valued, and visitors often comment on the strong sense of community.

Our staff are passionate about ensuring every child thrives. As a smaller school, we build strong relationships with children and families, allowing us to all work together to help our children flourish.

Roman Way Primary School is supported by a fantastic Friends of Roman Way Association, who play a key role in strengthening our community and enriching school life. They organise a range of events for children and families — from fêtes and discos to dress-down days and competitions — all while raising valuable funds to enhance our pupils' experiences.



## Our Vision for Roman Way Primary School

At Roman Way Primary School, our children are at the heart of everything we do. Our vision is simple: to create a place where every child can:

**‘Explore, Learn and Achieve Together’.**

We are committed to giving every child the very best start in life, with high expectations and no limits on what they can achieve. We want our school to be a place where everyone feels safe, valued and inspired — a place built on kindness, fairness and ambition, where anything feels possible.

We create a supportive learning environment where children are encouraged to take risks, learn from mistakes and grow in confidence. Our broad and inclusive curriculum is designed to meet the needs of every child, celebrating the diversity of our community while building a lifelong love of learning.

Our aim is that every child leaves Roman Way as a confident, capable individual — ready to try new experiences, stay safe, stand up for what is right, and make a positive difference in the world around them.



## Our Curriculum

Our curriculum is built around our **SHIELD values**, equipping our children with the confidence, resilience and character to make good choices, build positive relationships and thrive both in school and in the wider world

**Safety:** being aware of the world around you, taking care, to keep yourself and others safe

**Honesty:** telling the truth, even when it's difficult

**Integrity:** doing the right thing, even in tricky situations

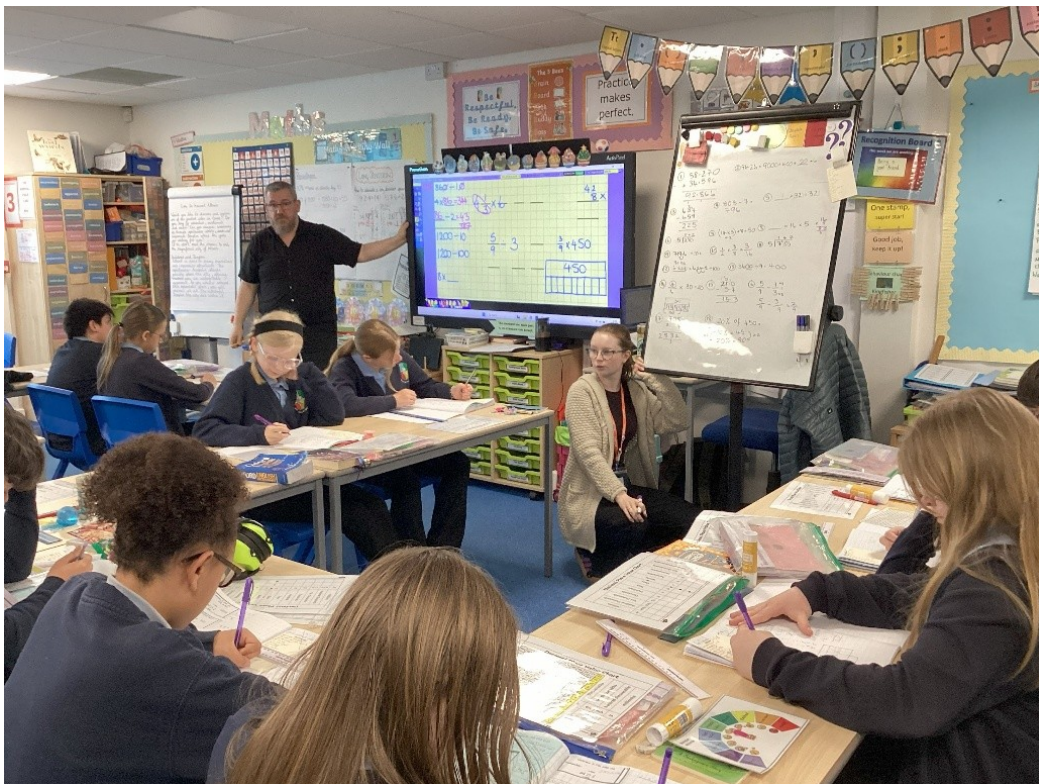
**Excellence:** using your skills to create excellent results

**Love:** being kind and caring to those around you and helping people when you can at school, at home, in the community

**Determination:** never giving up and trying your very best.

Together, these values dovetail to ensure our children become confident communicators and have the ability to express thoughts, feelings and ideas.

Our approach is designed to build strong knowledge and understanding over time. By focusing on key concepts, essential knowledge and vocabulary, we help children make connections and apply their learning with confidence. Learning is carefully sequenced so that knowledge builds progressively, allowing children to revisit and embed key ideas into long-term memory. This ensures they know more, remember more and can do more as they move through the school.



## Our Facilities

Our school is a single-storey building that has recently been modernised, creating bright, well-equipped classrooms alongside a craft area and open-plan library. Set within extensive grounds, children benefit from excellent outdoor spaces that support Forest School, physical education and free play.





Our Forest School provision is led by a qualified member of staff who delivers weekly enrichment sessions, including campfire activities, helping children develop teamwork, confidence and a strong connection with nature. We also offer an Alternative Forest School provision for local schools, providing a bespoke and nurturing environment for pupils who need additional support.

Looking ahead, we are excited to continue developing our outdoor learning offer. Shaped by our whole school community, our vision is to provide even richer experiences that support every child's development and wellbeing.



## What our children would like in a Headteacher

Come and see our work	Like exercise	Always ready for a challenge	Someone who is funny
Honest	Welcoming us	Respectful of everyone	Don't be strict
Letting us be who we are	Care for us	Good sense of humour	Polite and well mannered
Be loveable	Artistic	Visit us in the classroom	Respectful to everyone
Someone who values other languages	Firm but Fair	Able to step up and do what they have to	Help us when we need it
Be kind and honest	Let us play football	Treats everyone equally	Someone who doesn't assume

## What our staff would like in a Headteacher

A clear vision for the future of Roman Way		Calm and considered	Someone who leads by example and builds enthusiasm in staff
Someone who is passionate and knows to leave arrogance and ego at the gate	Excellent Communication Skills		Someone able to recognise the skills and talents of all staff and how these can be best used to support the needs of the children
	Approachable and genuinely interested in the views of the pupils, staff and families	Drive for excellence	
Good organisational skills	Someone not afraid of making difficult decisions	Can show empathy	Approachable
Someone who values feedback		Give the positive energy that sets the right tone	Someone who wants to care for all of the pupils, families, staff and Governors



## Job Description Headteacher Roman Way Primary School

The Contract of Employment between the Governing Body and the Headteacher will be the current Contract of Employment for a Headteacher. The job description can be amended at any time, following consultation between the Headteacher and the Governing Body and will be reviewed annually.

### Salary Scale

The Governing Body have determined that this post should be paid on the Hampshire agreed pay scale. Roman Way Primary School is a Group 2 School. Governors have set the Individual Salary Range at L15 - L21 (£73,105 - £83,860)

### General job expectations and accountabilities

The Headteacher is an employee of the Governing Body and is required to carry out his/her professional duties in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document and relevant employment legislation.

### Responsible to

The Governing Body of Roman Way Primary School.

### Key responsibilities

**Safeguarding:** The post holder will be the lead Designated Safeguarding Lead (DSL) and is responsible for ensuring that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies.

**Financial Management:** Advising the Governing Body on the school's annual budget and the budget revision as appropriate, as well as being responsible for the day-to-day running of the budget.

**National Standards Headteachers (2020):** The Headteachers' Standards form the basis of our Headteacher job description. They can be found at: [Headteachers' standards 2020 - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/428222/Headteachers_standards_2020.pdf)



## Key Focus Areas

We have identified the following focus areas for our Headteacher during the next part of Roman Way School's development journey:

**We are seeking a leader with the vision, passion and determination to work collaboratively with the team, driving smarter ways of working and creating efficiencies to ensure our resources are used effectively.**

*What is your vision for Roman Way school?*

*How will you work with the team to develop smarter ways of working and create efficiencies across the school, ensuring that our resources are deployed effectively and have the greatest impact on pupils?"*

**We want all our children to achieve their potential.**

*How will you ensure all pupils reach their fullest potential, regardless of their starting points?*

*How will you enable effective professional development for all staff members to ensure our pupils' needs are met?*

**We want a leader who will actively engage in the wider community to promote Roman Way Primary School.**

*What ideas do you have for promoting our school more widely?*

**We want a leader who values diversity and promotes inclusion, cohesion and belonging within our school community and society.**

*How will you celebrate diversity and maximise inclusion and belonging within our school community?*

## Links to application process

The application statement should refer to the candidate's consideration of these key focus areas and their relevant experiences, achievements and skill against identified (A) elements of the person specification



## Person Specification Headteacher Roman Way Primary School

Qualifications	Essential	Desirable	Shortlisting evidence sought in Application (A), Interview (I) or References (R)?
Qualified Teacher Status	X		A/R
Degree Level qualification or equivalent	X		A/R
NPQH		X	A/R
Evidence of further relevant professional development	X		A/R
Current Safer Recruitment training		X	A/R
Skills and Experience	Essential	Desirable	
At least 3 years of proven strong, successful senior leadership and management experience in a school	X		A/R
Evidence of demonstrating a leadership style that is characterised by integrity, creativity, resilience and clarity	X		I/R
Excellent communication skills and proven ability to listen to, understand and work effectively with pupils, staff and the community	X		I/R
Experience of evaluating and using data to plan and improve pupil outcomes	X		A/I/R
Experience of raising standards that have impacted positively on pupils and teaching and learning	X		A/I/R
Experience of implementing, managing and evaluating change collaboratively	X		A/I/R
Experience of making effective use of funding and staff resources	X		I/R
Experience of empowering staff and pupils to excel	X		A/I/R
Ethos			
A commitment to inclusivity, where tolerance and respect is shown for the rights of others, and diversity and cultural differences are valued and celebrated	X		I/R

<b>Knowledge</b>			
A clear understanding of what constitutes an excellent school and what it takes to achieve that standard	X		I/R
Knowledge of education best practice drawn from research and the ability to translate this into practice	X		I/R
Thorough knowledge and understanding of the primary curriculum from EYFS to KS2	X		A/I/R
Knowledge and understanding of statutory frameworks which set out professional duties and responsibilities	X		I/R
Knowledge of financial planning and management requirements upon schools		X	I/R
<b>Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>	
Demonstrate a commitment to safeguarding and promoting the welfare of children, and foster a safeguarding culture	X		A/I/R
Knowledge and understanding of current legislation, guidance and best practice for child protection, including safer recruitment	X		A/I/R
Experience of working with relevant agencies to protect children		X	A/I/R
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	
Demonstrate positive, optimistic personal behaviour and can-do attitude	X		I/R
Build positive relationships rooted in mutual respect	X		I/R
Have commitment to valuing, supporting and encouraging the professional development of all staff	X		I/R
Be able to build and nurture a strong, positive and collaborative team culture that allows all staff to carry out their roles to the highest standard	X		A/I/R
Be committed to building and maintaining effective and positive relationships with all stakeholders	X		I/R
Be able to inspire and influence others, within and beyond the school, to believe in the fundamental importance of education in children's lives	X		I/R
Be able to foster an open, transparent and equitable culture and deal effectively with difficult conversations at every level	X		I/R
Personal resilience and determination, including the ability to also provide support, demonstrate empathy, and engage with staff in a sensitive and considerate manner	X		I/R

# Education in Hampshire

## Inclusive workforce

Hampshire schools are committed to on-going partnership working across the Authority to ensure our communities are represented.

Our schools are dedicated to being diverse and inclusive employers and aim to recruit the best people from a wide range of backgrounds and talents.

Please see [Inclusion and Diversity Partnership](#) for more information.



## Why Choose to Teach in Hampshire?

### Make your best career move and choose to teach in Hampshire!

Hampshire is committed to excellence in education and will continue to strive for the best possible outcomes for each and every child.

As one of the largest authorities in the country, we offer an incredible variety of teaching opportunities. Whether you're drawn to the challenges of urban and city schools or the close-knit community of rural primary schools, you'll find a vibrant setting for your next career move.

# EDUCATION IN HAMPSHIRE

Discover more about what Hampshire has to offer by visiting

[Hampshire County Council Education and learning.](#)

## Community and Diversity

Our schools are dedicated to serving their local communities and reflecting the rich cultural diversity of Hampshire.

We believe in local management, with the Local Authority providing support wherever needed, ensuring each school can thrive.



*Hampshire has so much to offer, and we hope you will join us!*

## Professional Development

We pride ourselves on offering first-class learning opportunities for our teachers, both internally and through external course providers.

For new headteachers, we offer a structured induction development programme in partnership with governors, helping to build close working relationships with other headteachers and Local Authority colleagues.

## A Place for Every Student

Hampshire is home to over 170,000 school-age children across approximately 438 primary, 71 secondary, and 26 special schools.

While most are community schools, we have strong partnerships with Diocesan bodies to maintain places in church schools. Our 26 special schools and 42 Resourced Provision in mainstream schools offer tailored education and support for children with various needs, including learning difficulties, physical and sensory disabilities, and social and emotional needs.

## Support and Collaboration

We foster a strong ethos of collaboration and communication, with regular meetings of headteachers in various groupings to facilitate effective working relationships between the Local Authority and schools.

Hampshire Authority maintains an established network of advisers providing responsive and flexible support.



Hampshire  
County Council

## **Application Procedure**

Candidates should complete the application form and return it via email so that it is received no later than noon on Tuesday 16<sup>th</sup> June 2026 to  
E-mail address: [htrecruitment@hants.gov.uk](mailto:htrecruitment@hants.gov.uk).

You should provide a full statement in support of your application, which should not exceed two sides of A4 paper. Please do not restate the factual details already included elsewhere on the application form.

### **Selection Procedure**

The shortlist will be drawn up on Thursday 18<sup>th</sup> June 2026 and the selection process will take place on Thursday 2<sup>nd</sup> July and Friday 3<sup>rd</sup> July 2026.

Further details will be sent to those candidates called for interview. Applicants will be advised within 3 working days after the shortlisting date whether they have been successful or not. Failure to send your application form to the above email address may invalidate your application.

### **Equality Monitoring**

Applicants will be required to complete an Equality Monitoring form.

### **Receipt of Application**

Applications are acknowledged within 2 working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately at [htrecruitment@hants.gov.uk](mailto:htrecruitment@hants.gov.uk)

### **Safer Recruitment**

Roman Way Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure & Barring checks along with other relevant employment checks.

### **Privacy Notice**

Roman Way Primary School collects information about you to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the Federation. The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation. The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee. You have some legal rights in respect of the personal information we collect from you. Please see the school and Federation's website for further details on their privacy notice and data protection policy. You can contact the School Data Protection Officer if you have a concern about the way they collect or use your data.